



JOB TITLE: Office Manager

DEPARTMENT: Operations

REPORTS TO: Chief Operations Officer

DATE CREATED: December 2016

PURPOSE OF THE ROLE

The Office Manager is vital to the effective operations of Equal Education's national office, which is home to the Secretariat, Operations, Finance & Fundraising, Policy & Training, and Western Cape teams. Through the implementation of effective administrative systems, the Office Manager is able to maintain a well-resourced and welcoming work environment while executing on-going and arising events. EE is a dynamic organisation often engaged in multiple activities of advocacy and activism which need logistical support.

This is an entry to mid-level position dependent on the initiative, interest and capacity of the successful candidate. The Office Manager has scope to participate in the planning and coordination of provincial and national activities with the guidance of the Chief Operations Officer.

KEY RESPONSIBILITIES on and off-site

Office Administration

- Ensure that the office has all the necessary resources, easily accessible and in working condition, for staff to carry out their work
- Liaise with all external service providers to ensure smooth operations of all services, including IT, telecoms, printers, alarm system etc.
- Keep the office organised by implementing appropriate filing and storage systems, etc.
- Ensure that the office space complies with the Occupational Health and Safety Act
- Manage and provide guidance to the housekeeper(s) in carrying out their duties
- Maintain effective booking systems for shared meeting spaces
- Liaise with the building manager regarding the lease, maintenance, security, etc.
- Arrange meetings as requested, with all necessary resources availed, including but not limited to telecon, stationery, refreshments, etc

Reception

- Ensure the reception area is a welcoming space where visitors can get information at any time
- Field and direct phone calls and visitors' queries as appropriate
- Have an understanding of the various departments and their work so that you can easily transfer calls or, if possible, provide assistance with certain queries

Event and Travel Logistics

- Participate in the planning and execution of activities/events whether initiated by the Western Cape or National Office
- Cost, budget and reconcile financial expenditure for events within the approved guidelines
- Plan all relevant logistics for events, including but not limited to, transport, venue, food, A/V, medical support, public liability insurance, etc.

- Arrange travel logistics for staff members and specified guests, including but not limited to, flight, accommodation, car rental, etc.
- Maintain an up to date service provider/supplier list

Financial Administration

- Maintain the asset register for internal and insurance purposes
- Keep record of all contracts, service agreements, large scale procurement and ensure adherence thereof
- Manage EE's suppliers and creditors, and ensure that they are paid timeously and accurately; the Financial Administrator will provide support
- Maintain receipts and payments for audit
- File (electronic and paper) of all financial documentation

CORE CAPABILITIES

Core capabilities are linked to our company values and are common to all roles at Equal Education.

- Active role model
- A strong commitment to democracy, equality, social justice and human rights
- A strong commitment to building communities
- Vested interest in the development of this country through its youth
- A commitment to strengthening the education system in South Africa and to investing time and energy to break the inequality that youth face every day.
- Understanding of politics, law, government policy and civil society.
- Experience in planning, coordinating and evaluating activities, projects and informal educational programmes.
- Professional experience working with youth, as well as education and training programmes.
- Excellent interpersonal skills and demonstrated ability to lead and mentor
- Excellent English written and spoken communication skills
- Additional language skills are highly valued
- Fully computer literate

QUALIFICATIONS, SKILLS, COMPETENCIES

- ✓ Tertiary qualification in any field
- ✓ Some experience working or interning, desirable
- ✓ Experience in project management, events planning, administration or logistics, highly favourable
- ✓ Highly organized and systems-oriented